

**Starbeck Methodist Church**  
**Resources Team**  
**Saturday 30 September 2006**

**MINUTES**

<b>Present</b>	Julia Mosley	Chris Lynch	Alan Johnson	Colin Emerson
	Ian Bailes	Malcolm Binks	Geoff Wilkinson	Rachel Denham
<b>Apologies</b>	Edward Smith	Brian Clarke	Aline Nowell	Keith Nowell

Julia announced the sad news that Chris Thomas has resigned from the Resources Team as she didn't feel that she could contribute anymore.

Julia extended a warm welcome to Reverend Colin Emerson who was attending his first Resources Team meeting.

**Minutes from 20/05/06** Agreed as correct record.

**Matters arising**

Sundi Club separate bank account is to cease. In future Sundi Club will access main Church funds when required. **Action: ES to liaise with Moira**

**Refurbishment Update** Malcolm presented verbal report.

In the next couple of weeks, entrance and corridor will be decorated, lighting will be fixed, some outstanding joinery, sound engineer and heating to be completed. Carpet will be laid mid October at earliest when all trades work complete. Chairs and communion kneelers to be delivered early November.

Malcolm expressed strong plea that, when complete, the Porch remains free of clutter so that it looks appealing from the outside particularly at night when the light is on.

Posters on notice boards alone. **NO** blu tack / pins / tape on walls.

To date, £100,000 spent. Budget £183,000. Anticipated spend £188,000. Additional expenditure relates to gas supply in kitchen, power supplies to overhead heaters and lights, car park step / path. Fence across the front £6,000 approx.

Colin proposed an Open Day in January for Starbeck community to attend to admire the new building and visit stalls / stands in the hall indicating some of the activity / meetings / groups that meet in the Church and hall / rooms. A Service of Thanksgiving to follow at 3 or 4 pm. Idea supported by the Team.

On behalf of the Team, Julia expressed sincere thanks to Malcolm for all his hours of hard work in getting the project to this stage. Malcolm explained the difficulties that the delay in approval had caused, in particular being unable to secure a main contractor, and hence the burden that had fallen to him. He indicated that once the work is complete, he will take a 3 month break from all property related activity (aside from Team meetings).

Malcolm on holiday from 05/10/06 for three weeks – Alan and Peter Campkin will cover. Cheque book will be passed to Edward – bills, when they come in, will need paying immediately.

**Action:**

**AJ / ES**

**Ongoing Maintenance** Malcolm listed the urgent items:

*Gutters* Need cleaning every year. Alan has spoken to David Light who will charge £100 for one day's work. As the Church is responsible for the health and safety of all employees, Alan will speak to David to make sure he has his own insurance and make sure that he's aware that he's not to be alone on a ladder for more than 15 mins.

**Action:**

**AJ**

*Damp* There is evidence of damp around window in Resource Room.

**Action: MB /**

**IB**

*Pointing* For investigation

**Action: MB /**

**IB**

**1**

**1** *Litter* Regular team is required to pick litter around the external perimeter of the building. Geoff Wilkinson and others do this on occasions but coordinated approach is required. Malcolm proposed fortnightly sessions of 2 individuals.

**Action: To be resolved in January's meeting**

*Fencing* Fencing down the side and back is a job for the future.

*Movable doors* General dissatisfaction voiced by Team in relation to the Service Visit conducted by Duvale plc. Letter to be written, expressing concerns and requesting further visit.

**Action:**

**RD**

*Car Park* Needs re-marking

**Action:**

**GW**

### **Infrastructure / Personnel Issues**

Malcolm led a conversation sharing his concerns re the burden of work falling on some individuals and the need for this to be shared to ensure that a) some people are disproportionately overloaded and b) to avoid breakdown at times of holiday or sickness.

New to the Team, Colin asked about members' roles within the Resources Team. Members are by appointment, from Church Council or due to their expertise. Key roles include Chair, Secretary, Steward, Treasurer, Gift Aid Secretary, Property Steward, Fund Raising Coordinator, Health and Safety Coordinator and Technical Advisers. Noted that a Steward is not currently appointed to the Team. We do not have an official Property Steward.

**Action: CE to consider membership and discuss further between now and January meeting**

Aline Nowell has indicated that she'll step down from the Team when her role as Gift Aid Secretary ceases. Some discussion re this exact date and who might replace her.

**Action: CE to discuss further with AN**

Alan Johnson has currently accepted responsibility for: managing the heating system for meetings / groups, bookings, collecting rental, coordinate / pay cleaners, some banking. The Team acknowledged this significant contribution that is being made by Alan.

The sound engineer has offered some training post installation. Colin proposed that a young person (with back up) could take responsibility for the sound and media systems.

**Action: WHO WILL COORDINATE THIS??**

Alan reported that Keith Nowell has indicated that he'll be a back up person with knowledge about the heating system. Malcolm reminded the Team that there is a booster system.

Perhaps the Open Day might be opportunity to encourage more people to sign up to particular tasks.

**Health and Safety** No report provided by Brian Clarke.

Alan reported that fire extinguishers have been checked.

Health and Safety Policy required as matter of urgency.

**Action:**

**BC**

Fire Officer required for the building and liaison with Fire Service

**Action:**

**AJ**

### **Cleaners' Pay**

Agreed to raise to £6 per hour for 16 hours per month.

**Action: AJ to liaise with**

**ES**

**Gift Aid** Aline prepared a written report

The report indicated contributions from Brigades and the sponsored walk. Aline asked for referrals to her of any possible new recruits – the Team didn't have any suggestions of individuals. Perhaps a display at the Open Day? Announcement at Parade Service? The Team commended Aline for her hard work.

**Finance** Edward prepared a written report.

Malcolm raised concerns about the Church's financial situation. Colin indicated that guiding principle that collections should equal assessments.

Current Room Charges (per hour): £9.15 for Hall, £7.54 for Green Chair room, £4.85 for Red Chair room, £2 for kitchen. To be increased September 2007. To agree price increases at next meeting to allow adequate notice to be given to the current groups that hire rooms.

**Action: January 2007 agenda item**

Short snappy article required for the Link

**Action: CL /**

**CE**

The Link is currently operating at a loss. Advertising costs to be re-visited at next meeting and price increases to be agreed to allow notice to be given to advertisers.

**Action: January 2007 agenda item**

Pew Bibles are kindly being replaced in memory of Chris and Ann's mother.

Colin raised Starbeck's contribution to the District Chair's Benevolent Fund for discussion at next meeting.

**Action: January 2007 agenda item**

Geoff reported that the Lunch Club will be donating £400 to the Church.

**Fund Raising** Chris presented a verbal report.

Lots of current activity: Blue bags, Christmas Fair 2/12 to be opened by Starbeck Gala Queen and Brigades Band to play, Functions for Fun and Fellowship February event will be a Valentines Ball organised by Chris Thomas, Christmas puddings.

## **User Guide**

Julia suggested that a user guide might be useful as a handout to all groups, new and old, who meet in the Church rooms. Alan has a form that is signed by the group organiser which covers a lot of information but needs some amendment. **Action: AJ to amend and circulate for discussion at January 2007 meeting**

## **AOB**

Photocopier needs replacing.

**Action: JM to coordinate purchasing a new one**

Old and broken one to be offered to Tim Redshaw for parts and then removed from building.

**Action:**

**GW**

Need a trolley for the TV

**Action: MB to speak to contractors for information**

Chris Lynch reported that Brigades want a wardrobe in the Resources Room – no concerns expressed as long as access is not restricted.

**Action: CL to pass response to Brigades**

Notice board outside Church needs amending with Colin's details.

**Action: RD**

Dog Group fees are outstanding. Decision made that payment in future will be required in advance on the 15<sup>th</sup> of the month. Letter to be written.

**Action:**

**RD**

Team agreed to purchase drum kit from the Lynch's for £50, to be stored behind the organ.

**Action: CL /**

**ES**

## **Distribution of agendas / reports / meetings**

- ❖ Please delete Chris T from your email distribution lists.
- ❖ Please add Colin Emerson [minister@kawenata.co.uk](mailto:minister@kawenata.co.uk)
- ❖ Alan and Geoff – do you have email addresses? If so, please pass to Rachel ASAP. If not, Rachel will continue to hand deliver minutes as soon as they're written up – a week or two after each meeting.
- ❖ Members to print / photocopy minutes / agendas / reports to bring to meetings. .

## **Next Meetings**

**Saturday 27 January 2007 9.30 – 12.00**

**Saturday 23 June 2007 9.30 – 12.00**